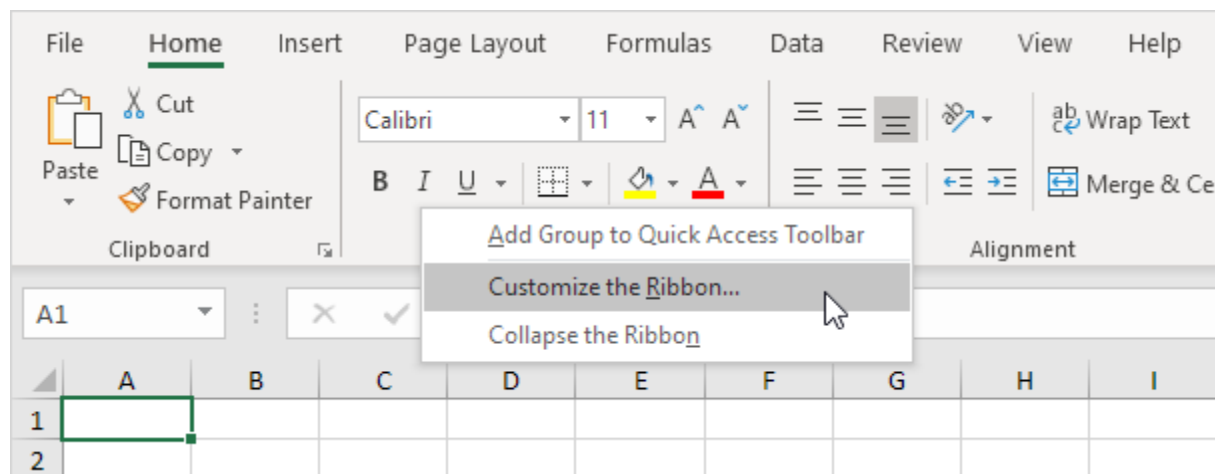## Lesson no. 15: How to Create Macros in Excel

Create a Macro

With Excel VBA you can automate tasks in Excel by writing so called macros. In this chapter, learn how to create a simple macro which will be executed after clicking on a command button. First, turn on the Developer tab.
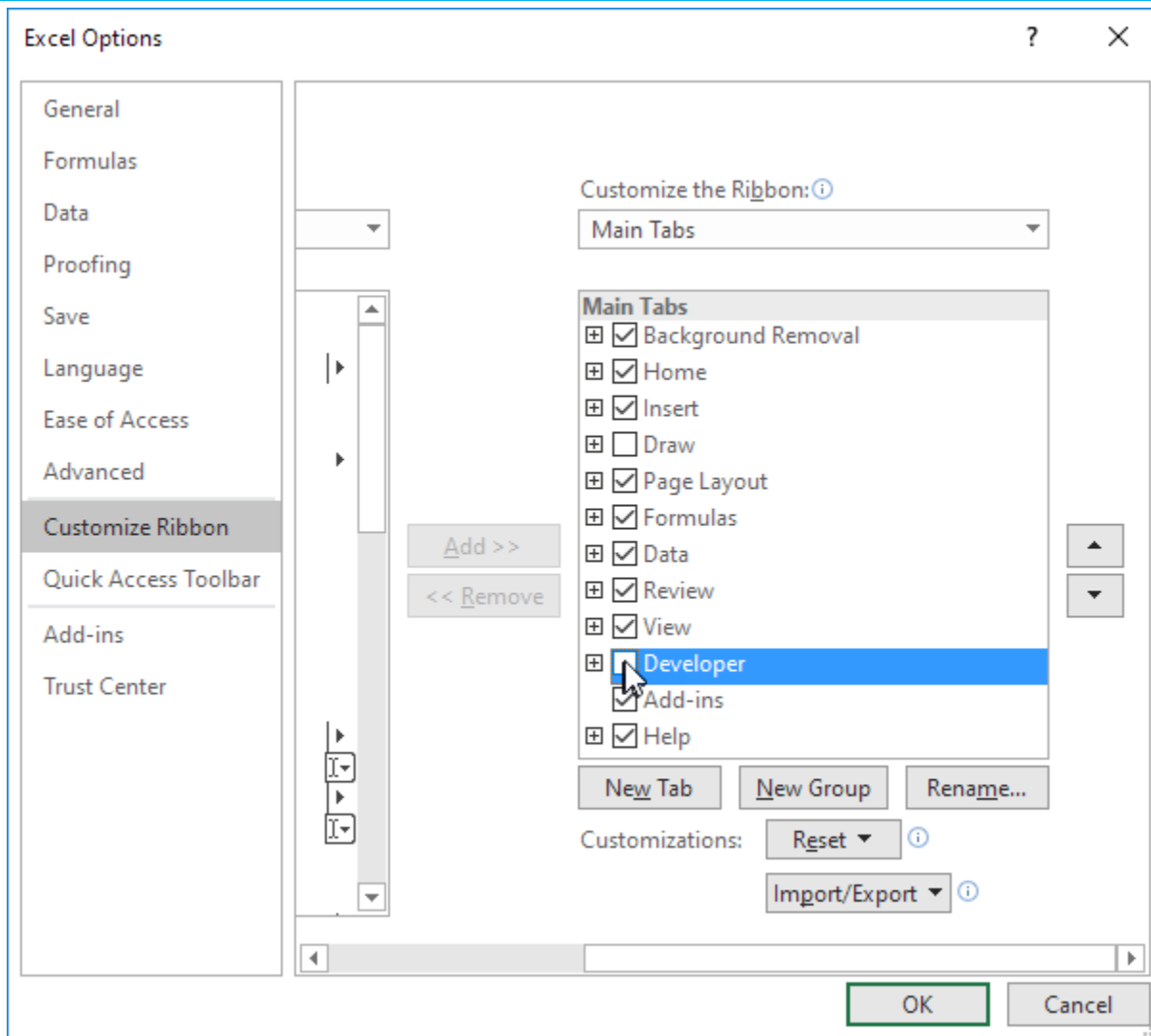
Developer Tab

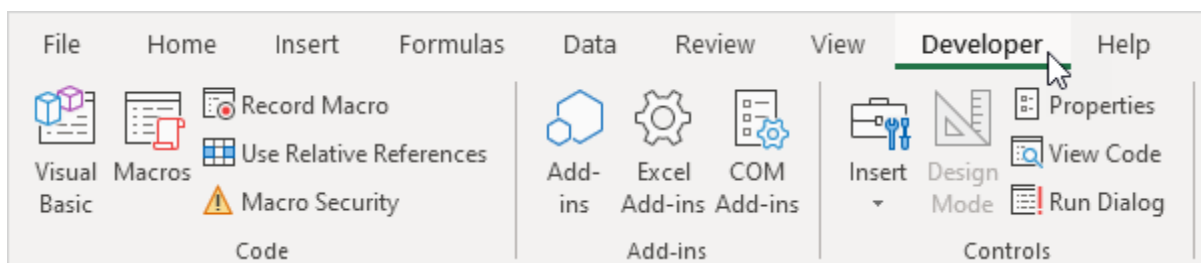To turn on the Developter tab, execute the following steps.

1. Right click anywhere on the ribbon, and then click Customize the Ribbon.

2. Under Customize the Ribbon, on the right side of the dialog box, select Main tabs (if necessary).
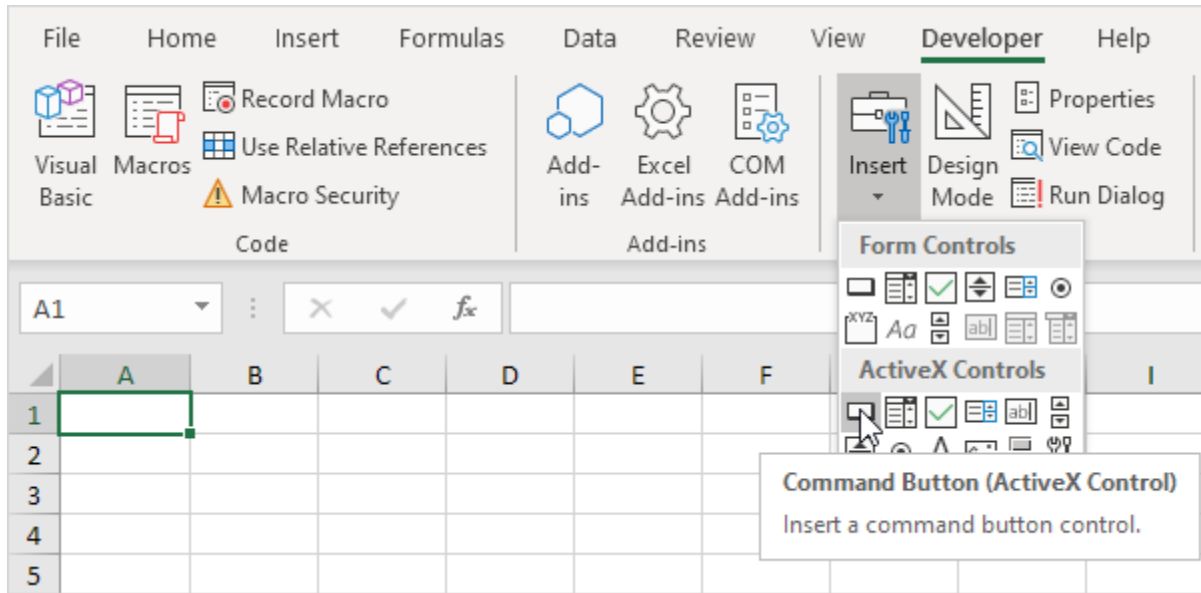
3. Check the Developer check box.

4. Click OK.

5. You can find the Developer tab next to the View tab.

Command Button

To place a command button on your worksheet, execute the following steps.

1. On the Developer tab, click Insert.
2. In the ActiveX Controls group, click Command Button.

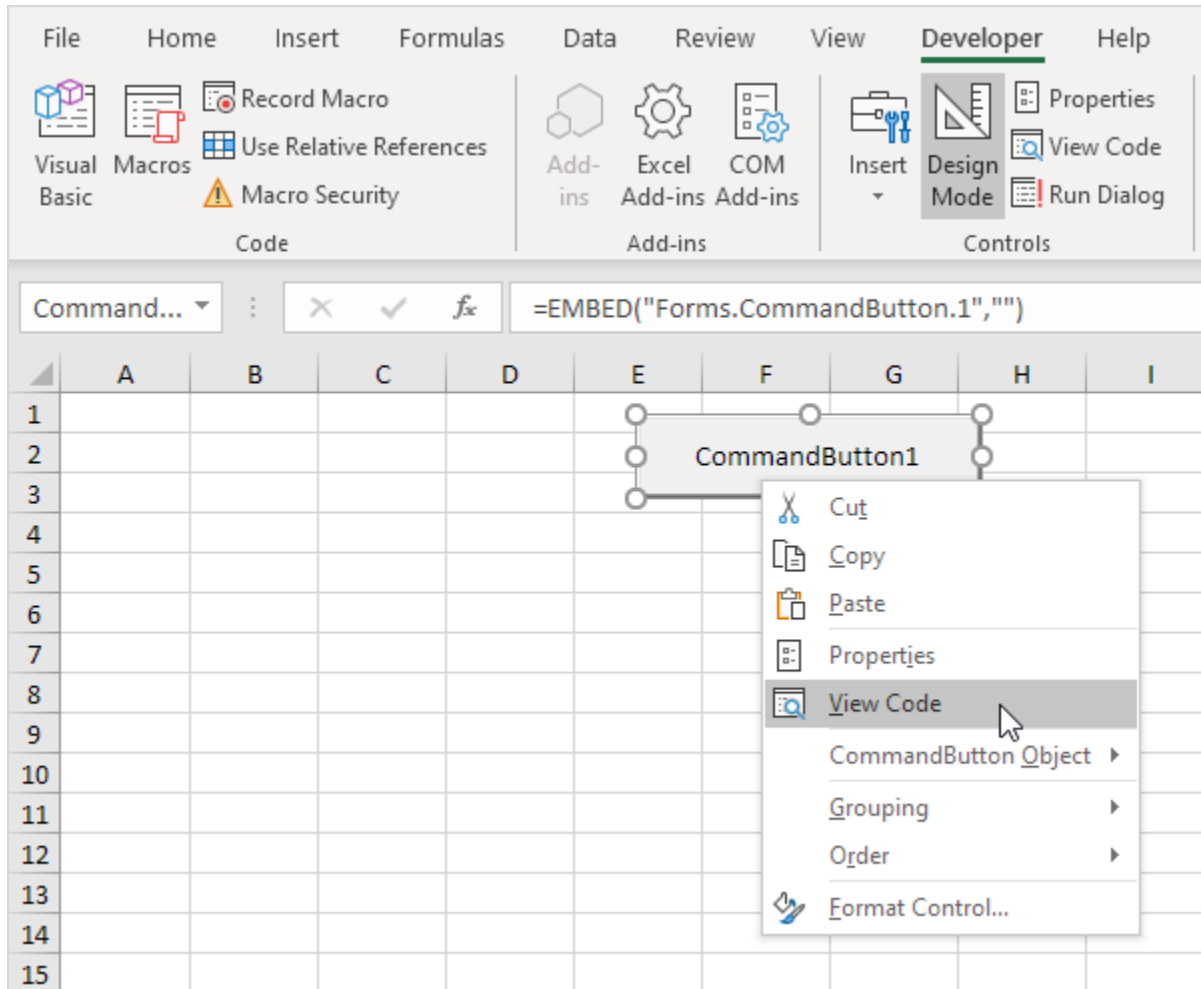3. Drag a command button on your worksheet.

Assign a Macro

To assign a macro (one or more code lines) to the command button, execute the following steps.

1. Right click CommandButton1 (make sure Design Mode is selected).
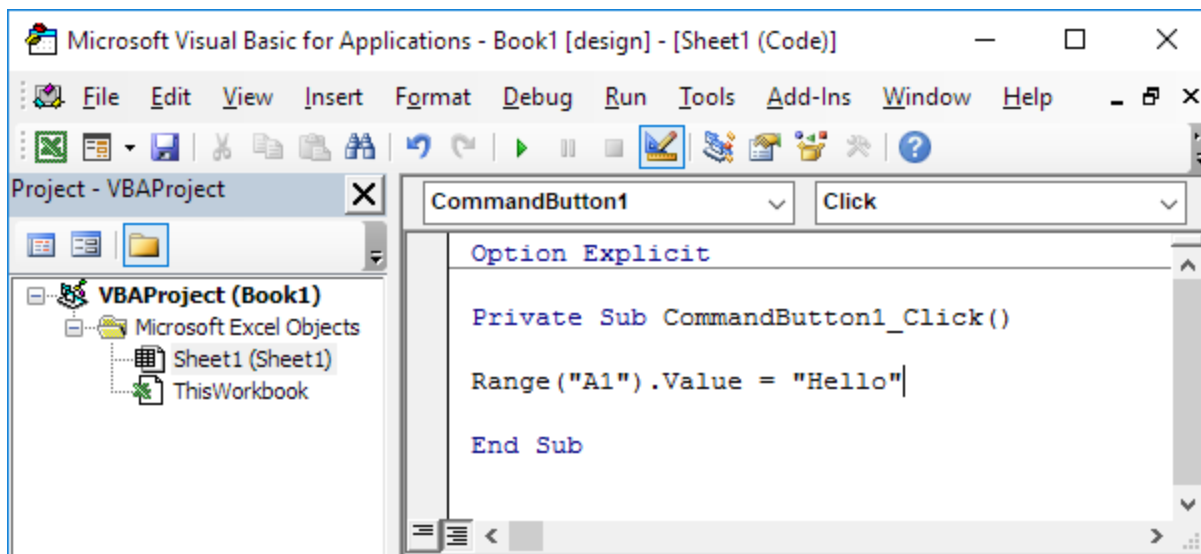
2. Click View Code.

File	Home	Insert	Formulas	Data	Review	View	Developer	Help

Visual Basic | Macros | Record Macro | Use Relative References | Macro Security

Add-ins | Excel Add-ins | COM Add-ins

Insert | Design Mode | Properties | View Code | Run Dialog

Code | Add-ins | Controls

Command... ▼ | ✕ ✓ fx | =EMBED("Forms.CommandButton.1","")

CommandButton1

- ✂ Cut
- 🗐 Copy
- 📋 Paste
- ▤ Properties
- 🔍 View Code
- CommandButton Object ▸
- Grouping ▸
- Order ▸
- 🖌 Format Control...

The Visual Basic Editor appears.

3. Place your cursor between Private Sub CommandButton1_Click() and End Sub.

4. Add the code line shown below.

Microsoft Visual Basic for Applications - Book1 [design] - [Sheet1 (Code)]

File Edit View Insert Format Debug Run Tools Add-Ins Window Help

Project - VBAProject

VBAProject (Book1)
  Microsoft Excel Objects
    Sheet1 (Sheet1)
    ThisWorkbook

CommandButton1 ∨ | Click ∨

```vba
Option Explicit

Private Sub CommandButton1_Click()

Range("A1").Value = "Hello"

End Sub
```

Note: the window on the left with the names Sheet1 (Sheet1) and ThisWorkbook is called the Project Explorer. If the Project Explorer is not visible, click View, Project Explorer. If the Code window for Sheet1 is not visible, click Sheet1 (Sheet1). You can ignore the Option Explicit statement for now.

5. Close the Visual Basic Editor.

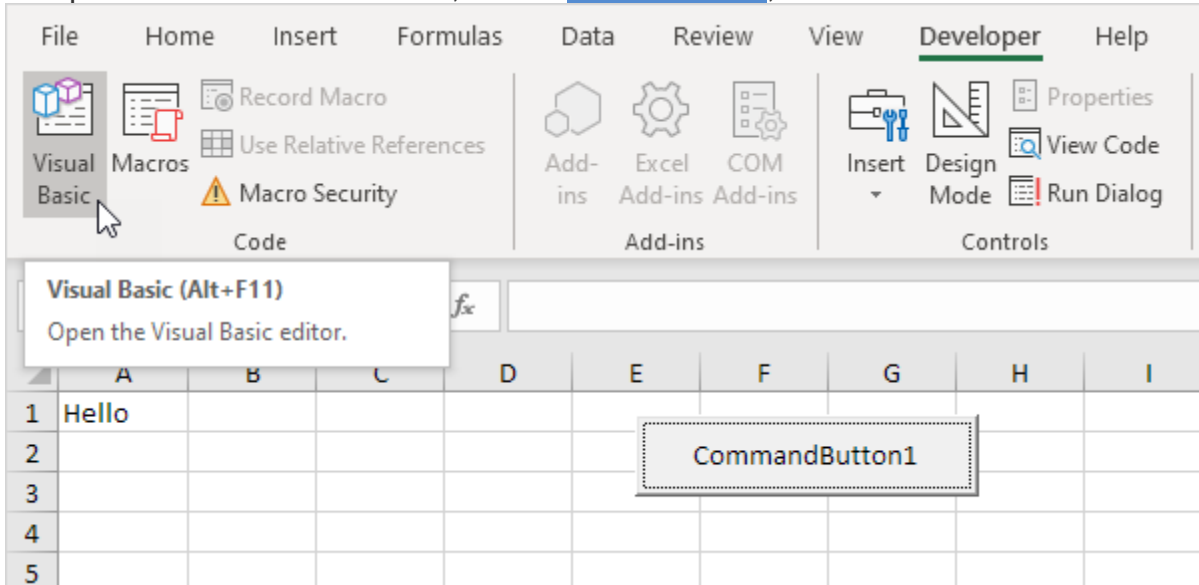6. Click the command button on the sheet (make sure Design Mode is deselected).

Result:

Congratulations. You've just created a macro in Excel!

Visual Basic Editor

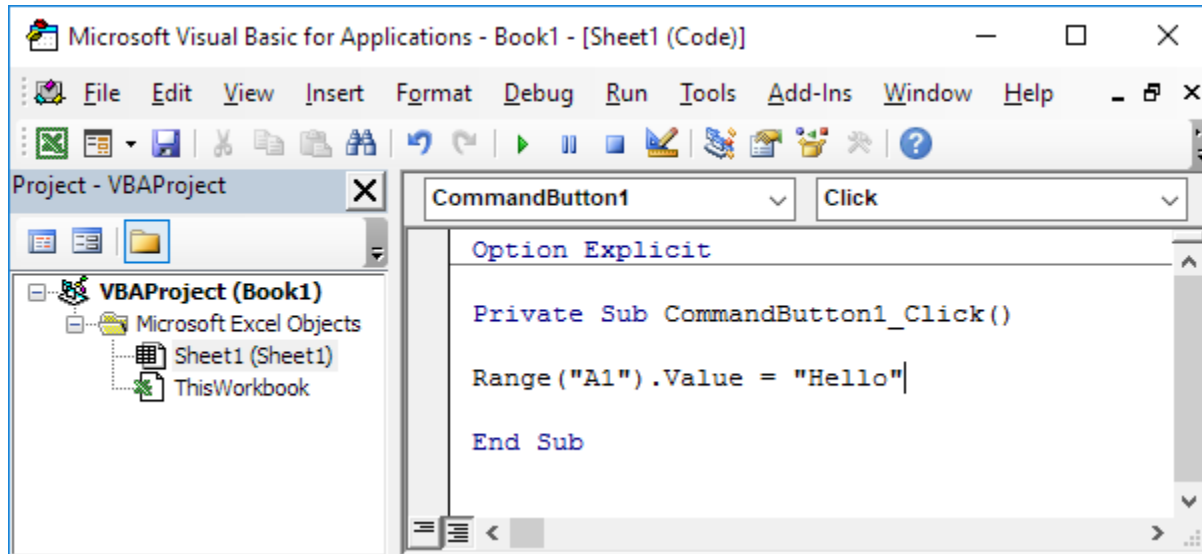To open the Visual Basic Editor, on the Developer tab, click Visual Basic.

The Visual Basic Editor appears.

Microsoft Visual Basic for Applications - Book1 - [Sheet1 (Code)]

File   Edit   View   Insert   Format   Debug   Run   Tools   Add-Ins   Window   Help

Project - VBAProject

CommandButton1   Click

VBAProject (Book1)
  Microsoft Excel Objects
    Sheet1 (Sheet1)
    ThisWorkbook

```vba
Option Explicit

Private Sub CommandButton1_Click()

Range("A1").Value = "Hello"

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